



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

ELIZABETH HERTEL
DIRECTOR

Noncareer Forms

Required Forms

1. [Form I-9](#)
 - Email supporting documents and page 1 of I-9 form to: MDHHS-HR-Orientation@Michigan.gov on or before your first day of employment
2. [Federal W-4](#)
3. [Michigan W4](#)
4. [Personal Information & Emergency Contact](#)
5. [Direct Deposit](#)
6. [Final Compensation Beneficiary Designation](#)
7. [Oath of Office](#)
8. [Motor Vehicle Driver Agreement](#)
9. Drug and Alcohol Testing Information
 - [Drug and Alcohol Testing Program Acknowledgement](#) - *Required for all employees*
 - [Acknowledgement of Required Training for Supervisors](#) – *Required for Supervisors only*
10. [Disclosure of Interest & Ethical Standards and Conduct](#)
11. [City Tax Withholding](#) – *if applicable*
12. [Assistance Program](#)
13. [Supplemental Employment](#) – *if applicable*
14. [Policy Awareness and Training Requirements](#)
15. [Office of Recipient Rights Acknowledgement](#) – *Center for Forensic Psychiatry only*